



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2859 SUPERVISING PROPERTY AGENT  
MONTHLY SALARY: \$5583 to \$6764**

**\*APPLICATION FILING DATE: FIRST DATE: May 14, 2010**

**LAST DATE: June 18, 2010**

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**THE POSITION:** Supervising Property Agents perform highly sensitive and complex professional real property work in any one of the five major functional areas of the Real Estate Assets Department: appraisal/valuation; acquisition and disposition; relocation and right-of-way; and property management, and asset management. Supervising Property Agents may also plan, assign, supervise, review and evaluate the work of professional staff members.

**MINIMUM REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelors Degree or equivalent education in any field (i.e., minimum completed units = 120 semester/180 quarter). **NOTE:** If you do not meet the educational requirement, you may substitute additional professional experience in real property (as listed below) for the education lacked on a year-for-year basis.

**-AND-**

**EXPERIENCE:** Four years of full-time commercial real property experience in one or more of the following areas: appraisal/valuation, acquisition, relocation/right-of-way, property management, asset management, commercial marketing and sales, or commercial real estate brokerage.

**NOTES:**

1. Single family residential (SFR) experience is considered **NON-QUALIFYING**.
2. Qualifying property management experience **MUST** include one of the following: a) Lease negotiations and administration (preferably with ground leases); b) preparation of development lease or sale packages; or c) asset or property management of commercial, industrial, or large residential complexes (50 units or larger).
3. Qualifying marketing/sales experience **MUST** include selling commercial, industrial, or unimproved property.

**LICENSE:** A valid California Class C Driver's License may be required at the time of hire.

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**ONLINE (Internet Submission)** Applicants are encouraged to apply online: <https://apps.sandiego.gov/pjaol/currjob/open.jsp>.

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**SUPPLEMENTAL QUESTIONS** – In Section 4 of the **Standard Employment Application**, you **MUST** respond to the following numbered questions or your **application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions. For questions 2 through 7, indicate at which employers these duties were performed, and the number of years and months of full-time experience you have in the indicated area(s). NOTE: Single-family residential experience is **not qualifying**.

1. Indicate if you are meeting the **EDUCATIONAL REQUIREMENT** with a Bachelor's Degree. **Proof of degree/transcripts must be submitted with your application.**
2. Indicate if you are supplementing or substituting professional real estate experience for education lacked. Describe in detail your **commercial** real estate marketing/sales, asset management, appraisal/valuation, acquisition, and/or relocation/right-of-way experience. Note: Single-family residential experience is **NOT QUALIFYING**.
3. Describe in detail your marketing/sales experience which includes **commercial, industrial**, and/or unimproved properties. Specify your level of responsibility and specific duties. Indicate types of properties marketed (unimproved, commercial, industrial, etc.). Note: Single-family residential experience is **NOT QUALIFYING**.
4. Describe in detail your full-time property management or asset management experience which includes lease negotiations and administration, financial analysis, preparing development lease and sale packages. Indicate the types/sizes/number of units in the complexes of property you managed (multi-family (50 units or smaller is NOT QUALIFYING), commercial, industrial, office space, etc.).
5. Describe in detail your **commercial** real property appraisal/valuation experience, your level of responsibility and specific duties. Indicate the purpose for the appraisals (public acquisition, fee or easement, lease, sale, etc.).
6. Describe in detail your **commercial** real property acquisition experience, your level of responsibility and specific duties. Indicate the types of properties acquired (vacant, improved, environmental mitigation; fee or easement; etc.).
7. Describe in detail your real property relocation/right-of-way experience, your level of responsibility and specific duties. Indicate the types of relocation (businesses, residents, etc.).

\*JEK/May 1, 2009/\*Rev.1 (05-14-10)/Class 1929

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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